

Housing Repair Assistance Program

City of
Renton
Community Services Department



Human Services Division



This City of Renton program provides minor home repair services to City resident homeowners who meet U.S. Department of Housing and Urban Development income guidelines. Our program provides free home services focused on health and safety issues to improve the comfort, security and safety for our qualified client's homes. In turn, this helps keep housing safe and affordable and improves the comfort and livability of our city's homes and neighborhoods.

How do I qualify for these free services?

	Family size/maximum annual income	
1) By living and owning your home within the Renton City limits for at least 12 months and verifying that the home is not for sale and will not be for sale in the next 12 months.	1/\$45,100	4/\$64,400
2) By meeting income & family size shown here. → → → →	2/\$51,550	5/\$69,600
3) And by completing the application process.	3/\$58,000	6/\$74,750
(please call office for larger family size limits)		

Type of Services Provided

Electrical – Service for faulty lights, switches, outlets, circuits or exhaust fans.

Plumbing – Service for faulty toilets, blocked drains, leaking faucets or pipes and faulty water heaters.

Disability Aids – Installation of grab bars, hand rails, hand held showerheads, bath seats, lever door knobs, access ramps and non skid surfaces.

Security – Installation of smoke & carbon monoxide alarms, entry door locksets and replacement of static light fixtures with motion sensor light fixtures.

Other – Service for faulty furnaces, gutters or roof and replacement of broken window glass.

For more information call 425-430-6650 or email humanservices@rentonwa.gov

Download an Application: → www.humanservices.rentonwa.gov

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NEW AND RECERTIFICATION APPLICATION INSTRUCTIONS

Below are the City of Renton Housing Repair Assistance Program application and recertification instructions. Please return the completed application and supporting documents in the enclosed self addressed stamped envelope or to: City of Renton Human Services, 1055 S. Grady Way, Renton, Wa. 98057.

Please follow the 3 steps outlined below to submit your application.

- 1) Fill out completely and sign the enclosed 3 page application form.**
- 2) Include with your application a copy of income verification for each occupant** in your home for each box checked yes in the “*List all occupants living at this address*” section of the application. This can include but is not limited to:
 - A copy of the first two pages of the most current income tax filing form.
 - A copy of the most current Social Security benefit award letter.
 - A copy of the most current disability, pension, annuity or retirement benefits award statement letter or notification.
 - Documentation of spousal or child support.

We do not accept bank statements as documentation of income. **Please do not send bank statements with your application.**

- 3) If your home is a mobile or manufactured home**, submit a copy of your Washington State Vehicle Certificate of Ownership. If a bank or institution is the legal owner please send documentation showing you as the borrower and your mobile home as the property or collateral for the loan. Legal ownership of your home is required for program eligibility. A vehicle registration form is not proof of ownership. **Please do not send vehicle registration forms with your application.**

Once your application evaluation is completed you will receive a letter informing you of your eligibility or non-eligibility for program services. When you are accepted into our program as a new client we will contact you to schedule an appointment to visit you at home to perform a home assessment. At this time we will collect information on your home systems and condition and to talk with you about services you would like to have performed. After your home assessment has been reviewed in our office by the Housing Repair Coordinator we will inform you by letter what services will be provided and we will call you to make an appointment to perform those services. Services that are required for your health or safety are the highest priority.

If you have questions about the application, please phone the Human Services Office at 425-430-6650 or e-mail your questions to humanservices@rentonwa.gov

ANSWERS TO FREQUENTLY ASKED QUESTIONS

- 1. How long does it take to approve an application for eligibility into the program?**
 - A. Our goal is to have your eligibility evaluated within two weeks after completed application and all supporting documents are received in our office.
 - B. Supporting documents are:
 - Income verification for all income received by each occupant of your home which can be, but is not limited to, copies of last year's tax return, social security, disability, pension, annuity or retirement benefit award statements. We do not accept bank statements as income verification documentation.
 - If your home is a mobile or manufactured home, a copy of your Washington State Vehicle Certificate of Ownership. If a bank or institution is the legal owner please send documentation showing you as the borrower and your mobile home as the property/collateral for the loan.
- 2. What is an assessment and how long will it be after my eligibility is approved before the assessment is performed?**
 - A. Your first service in our program is to have a home assessment by our service technician that will itemize the condition of the safety and systems in your home and note any particular service needs you have that are covered by our program. An assessment will take about 90 minutes and you need to be home when we visit.
 - B. Our goal is to perform assessments within two weeks of your approval and program acceptance.
- 3. How long does my eligibility last when I am accepted into the program?**
 - A. You must recertify your eligibility once every 12 months.
 - B. The recertification process and paperwork is the same as a new application.
- 4. Are condominiums or manufactured and mobile homes eligible for the same work as single family homes?**
 - A. Yes. The requirement is that the homeowner has been living in and owning the home for at least 12 months and that the home is not for sale and will not be for sale in the next 12 months.
 - B. Your homeowner or park association may have rules that will limit or regulate the scope and type of services than can be performed.

- 5. Does the Housing Repair Assistance Program perform services for people who rent their homes?**
- A. No, the program does not offer services for homes that are not owner occupied.
 - B. Repair and maintenance of rental properties is the responsibility of the property owner. The rights and responsibilities of tenants and property owners are addressed in the Washington State Landlord-Tenant Law which you can view online at <http://apps.leg.wa.gov/RCW/default.aspx?cite=59.18> If you are having a dispute with your landlord you may call the King County Dispute Resolution Center at 206-443-9603 for guidance and advice.
- 6. If I live outside of the City of Renton but have a Renton address, does the Housing Repair Program Assistance program cover me?**
- A. No. Our program only provides services to residences within the City limits of Renton.
 - B. If you live in unincorporated King County, call King County Housing Repair at 206-263-9095.
- 7. Does the Housing Repair Assistance Program perform repairs on homes that are being prepared for sale or have been recently purchased?**
- A. No. services are not available for homes that are or will be for sale in the next 12 months.
 - B. Services are not available to homeowners until they have been owner occupants for at least 12 months.
- 8. Does the Housing Repair Assistance Program paint insides or outsides of homes?**
- A. No. Painting is not covered under the program's health and safety guidelines.
 - B. HRAP will supply paint for any church group, service organization or neighborhood organization officially recognized by the City of Renton Neighborhood Program so that they may paint a house in their parish or neighborhood.
 - C. For information on the Renton Neighborhood Program call the City of Renton's Neighborhood Coordinator, Norma McQuiller, at 425-430-6595.
- 9. What are the cost guidelines of the program?**
- A. The Housing Repair Assistance Program is a minor home repair program which has maximum yearly limits on expenditures for services to qualified and eligible households that are accepted into the program.
 - B. The maximum yearly limits are \$4000 or \$2000 or \$750 and are determined based upon the amount of qualifying income at the time of acceptance into the program.
 - C. When a maximum yearly limit is reached, the homeowner client will receive a letter notifying them that the yearly limit has been reached and they will no longer be eligible for services until after January 1st of the following year. When the cost of an eligible service exceeds the maximum yearly limit, the homeowner client has the option of paying the additional costs over the maximum yearly allowance in order to have the repairs performed.

**Housing Repair
Assistance Program**

**New or Recertify
Application Form**

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Human Services Division

Mail Application to:

City of Renton Human Services
1055 South Grady Way
Renton, WA 98057

For assistance:

phone: 425-430-6650
email: humanservices@rentonwa.gov
fax: 425-430-6620

Residence Information – residence must be within Renton City limits.

Street Address	Unit #	Zip Code
E-mail Address	Home Phone	Other Phone

Resident Information - List all occupants living at this address. List includes you (the applicant), your spouse, your children and any others living in the residence listed at the above address.

Last Name	First Name	M I	Birth Date	Files IRS Tax Return?	Retirement, IRA, annuity, or pension, income?	Social Security Income?
(applicant)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 1)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 2)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 3)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 4)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 5)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 6)				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please submit with your application copies of supporting documents for all boxes checked yes. PLEASE DO NOT SUBMIT BANK STATEMENTS.

Ethnicity & gender of applicant. Check the boxes that apply.Applicant is Hispanic or Latino? Yes ☐ No ☐Applicant is: Male ☐ or Female ☐

What is applicant's race? Check all that apply.	<input type="checkbox"/>	White
	<input type="checkbox"/>	Black/African American
	<input type="checkbox"/>	Black/African American & White
	<input type="checkbox"/>	Asian
	<input type="checkbox"/>	Asian & White
	<input type="checkbox"/>	American Indian/Alaskan Native
	<input type="checkbox"/>	American Indian/Alaskan Native & White
	<input type="checkbox"/>	American Indian/Alaskan Native & Black/African American
	<input type="checkbox"/>	Native Hawaiian/Other Pacific Islander
<input type="checkbox"/>	Other Multi-racial	

Please check the type of your home:Single ☐ Family Du/tri ☐ plex Condominium ☐ Townhouse Manufactured ☐ Home

Mobile Home ☐ (For mobile and manufactured homes, a copy of your Washington State Vehicle Certificate of Ownership is required for eligibility. A vehicle registration form is not proof of ownership. PLEASE DO NOT SEND REGISTRATION FORM WITH APPLICATION.)

Where did you hear about this program?Insert in utility bill ☐ Saw truck ☐ Brochure ☐ Word of Mouth ☐ Website ☐The definition of a disability from the US Census says people are disabled who:

- use a wheelchair or have used another special aid for six months or longer;
- are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, walking or needing assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, dressing, bathing, eating and using the toilet) or instrumental activities of daily living (going outside the home, keeping track of money and bills, preparing meals, doing light housework and using the telephone);
- are prevented from working at a job or doing housework;
- have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation, or
- are under age 65 years of age and are covered by Medicare or receive SSI.

Are you, the applicant disabled? Yes ☐ No ☐**Is any resident at this address disabled? Yes ☐ No ☐**

**Housing Repair
Assistance Program
New or Recertify
Application Form
page 3 of 3**



Statement of application accuracy and completion; protection & exemption of the City from claims; warrantee/guarantee limitations; permission for photos and Utility Division access to financial information for application to Reduced Utility Rebate and Reduced Rate Programs.

I declare that I have examined this statement and to the best of my knowledge and belief, this information is true, correct and complete. I have requested the repairs and services from the City of Renton and hereby protect and exempt the City of Renton harmless from all claims, demands, and causes of action of any kind or character due to the repairs and services performed on my home and property. Warranties and guarantees, if any, are limited to those offered by the manufacturer of products installed at the property or by the contractor when a contractor has been retained by the City to perform specified repairs on behalf of the homeowner. When a contractor is retained by the City of Renton on behalf of the homeowner, the contractual relationship will be between the homeowner and the contractor. The City will make payment on the behalf of the homeowner.

I hereby give my permission to the City of Renton and the Human Services Division to take photos of my home or property, which might include me, my spouse, child (children) or other members of my household, for possible use in publications promoting programs or activities for the City of Renton. I also give my permission to have my pertinent financial information given to the City of Renton Utility Accounts Division to be considered for the Reduced Utility Rate and the Utility Tax Rebate programs.

I understand that I am applying to the City of Renton Housing Repair Assistance Program for services to address health &/or safety needs in my home. I understand that the program is for homeowner applicants whose primary residence is in a home they own and that the work the program performs is to be done on the home occupied by the applicant for program services. I am applying for services to be performed at the home I own and live in and this home is my primary residence. I certify that I have owned and lived in this home for at least 12 months and have no intention to sell it within the next 12 months.

Date

Applicant Signature

END OF APPLICATION FORM

Information and answers to frequently asked questions about the City of Renton Housing Repair Assistance Program and application process.

1. How long does it take to approve an application for eligibility into the program?

- A. Our goal is to have your eligibility evaluated within two weeks after completed application and all supporting documents are received in our office.
- B. Supporting documents are:
 - Income verification for all income received by each occupant of your home which can be, but is not limited to, copies of last year's tax return, social security, disability, pension, annuity or retirement benefit award statements. We do not accept bank statements as income verification documentation.
 - **If your home is a mobile or manufactured home**, a copy of your Washington State Vehicle Certificate of Ownership. If a bank or institution is the legal owner please send documentation showing you as the borrower and your mobile home as the property/collateral for the loan.

2. How long does my eligibility last when I am accepted into the program?

- A. You must recertify your application every 12 months from the date of acceptance.
- B. The recertification process and paperwork is the same as a new application.

3. What are the cost guidelines of the program?

- A. The Housing Repair Assistance Program is a minor home repair program which has maximum yearly limits on expenditures for services to qualified and eligible households that are accepted into the program.
- B. The maximum yearly limits are \$4000 or \$2000 or \$750 and are determined based upon the amount of qualifying income at the time of acceptance into the program.
- C. When a maximum yearly limit is reached, the homeowner client will receive a letter notifying them that the yearly limit has been reached and they will no longer be eligible for services until after January 1st of the following year.
- D. When the cost of an eligible service exceeds the maximum yearly limit, the homeowner client has the option of paying the additional costs over the maximum yearly allowance in order to have the repairs performed.

If you have any questions, please phone the City of Renton Human Services Office at 425-430-6650, or email humanservices@rentonwa.gov.

You will be informed by letter when your application is approved or disapproved.